CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:			
Classification Specification:DOMESTIC VIOLENCE & CRIME VICTIM PROGRAM COORDINATOR			
Salary Range: NR 35 - MANAGEMENT BENEFIT LEVEL C			
Position Description: <u>Domestic Violence & Crime Victim Coordinator</u>			
Incumbent:			
Location: Law Department - Prosecution			

GENERAL PURPOSE:

Under the direction of the Chief Prosecutor, or designee, perform professional, analytical, and technical duties in the development, implementation, and administration of the City of Kent's victim advocacy program. The incumbent applies written, analytical, research, and collaborative skills to develop, gather, and analyze information and evidence to meet victim advocacy needs and the needs for successful prosecution.

Work is characterized by professional-level analytical, technical, administrative, and social work associated with the development, implementation, and administration of policies, programs, and procedures in the areas of domestic violence advocacy, victim advocacy, witness coordination, and criminal prosecution. Duties and responsibilities include, but are not limited to, researching, writing, developing, implementing, and administrating grants; coordinating victim services; functioning as a liaison between victims, the Criminal Division, and the criminal justice system; interviewing victims and witnesses to obtain evidence; providing information, support, and referrals to victims and local social service agencies for help and to ensure victim safety and defendant accountability. The incumbent serves as a technical expert for the City concerning domestic violence related issues; networks with various professionals, community agencies, and citizens; coordinates and creates presentations and training materials to educate community groups, internal departments, staff, and citizens; and collaborates with others for community education purposes; and serves as City representative on task forces. The incumbent may supervise assigned staff. The incumbent is required to make independent decisions related to work assignments and situations. The incumbent is frequently required to perform work in confidence and under pressure for deadlines. Because of the nature of work, the incumbent may be required to deal with difficult and sometimes hostile individuals requiring the use of conflict management skills. The incumbent is required to maintain professional composure and tact, patience, and courtesy at all times.

Work is performed under limited supervision. The incumbent and supervisor work together to develop the deadlines, projects and work to be completed. The incumbent is responsible for the work, plans and carries out assignments, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide immediate crisis intervention assistance to victims of domestic violence and related misdemeanor cases, with priority given to the safety of victims.

Attend domestic violence court calendars, serve as the prosecutor's technical expert, and make recommendations for the administration of domestic violence prosecutions; receive, assess, prioritize, and coordinate in and out of custody citations on a daily basis with respect to victim safety, lethality risks, and current staffing; perform case preparation and consult with prosecutors on court filings and prosecutorial decisions.

Research, analyze, prepare, and administer grant applications.

Research and analyze demographic, statistical, and socioeconomic data; create reports; and identify need indicators; prepare written and oral reports based on the data.

Perform supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, assisting in interviews; making recommendations to hire and train employees; planning, assigning, directing, and evaluating work in progress and completed work; authorizing leave and hours worked; appraising subordinate work performance; recommending promotion and disciplinary actions; addressing complaints; and resolving miscellaneous personnel issues.

Direct daily work of the City of Kent's victim advocacy program to include, but not limited to, assigning and overseeing projects, tasks, orientation, and training; problem solving and conflict resolution; troubleshooting, assessing, and mentoring staff; keeping the Chief Prosecutor informed of staff performance, needs, and projects of the victim advocacy program.

Lead advocacy meetings with staff to review, plan, clarify, and prioritize work assignments; resolve conflicts which may arise; and keep the Chief Prosecuting Attorney informed of any unusual or potentially controversial situations, or requests for overtime based on workload and priorities.

Communicate both orally and in writing using word processing, spreadsheets, the internet, and other tools and technology in order to develop effective research documents and presentation materials.

Research, collaborate, and develop methods and materials to educate and provide training for victim advocacy based on statistical trends, prevention, issues, and needs of the intended audience. Intended audience may include: the Police Department, the Law Department, community groups, seminars, citizens of Kent, and others.

Provide training to new police officers and Law Department staff members as necessary or as requested.

Maintain knowledge of, predict, and make recommendations with regard to trends in domestic violence victim advocacy, victim advocacy, and witness coordination such as the investigation and documentation of domestic violence and other criminal prosecutions.

Collect domestic violence related case evidence. Evidence collection includes, but is not limited to, obtaining related police reports; screening reports; photographing victims; interviewing victims and/or witnesses; and contacting victims and/or witnesses for information as needed.

Maintain current information of victims and witnesses in domestic violence cases.

Act as liaison between victims and the criminal justice system including prosecutors, courts, etc.

Serve subpoenas when necessary.

Perform technical and administrative services such as filing, answering telephone inquiries, assisting with walk-in requests, and preparing and maintaining intake forms and activity logs.

Assess victims' needs and provide appropriate support. Support includes, but is not limited to, informing victims of their rights and the legal process; assisting victims in developing an individualized safety plan; assisting them with petition for civil protection order when appropriate; attending hearings at the Kent Municipal Court with the victim; assisting victims with court issued no contact orders; and referring victims to social service agencies and outside resources.

Advise victims and witnesses of court dates, court procedures, and other pertinent information.

Maintain current knowledge of community resources provided by community agencies to appropriately refer victims.

Maintain a cooperative and problem-solving attitude in dealing with and assisting other advocates or law enforcement agencies when addressing inter-jurisdictional defendants, victims, and issues.

Create and maintain the City web pages for Domestic Violence. Monitor the city's website mailbox and respond accordingly.

Create, develop, review, and recommend policies, procedures, and ordinances regarding domestic violence victim advocacy, crime victim advocacy, and witness coordination.

Develop and maintain positive relationships with community agencies, professionals, and the community in order to effectively and collaboratively respond to domestic violence.

Represent the city at the Kent Domestic Violence Task Force, the Regional Domestic Violence Task Force, and other agency and community meetings involving issues of domestic violence as time permits.

Work collaboratively with the police department to develop and maintain an emergency hotel voucher program.

Develop and oversee a cell phone distribution and recycle program in order to maintain funds for emergency victim services.

Become familiar with, follow, and actively support the mission, vision, values, and behaviors of the city and the department

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Criminal and civil court system, especially how family law cases, protection order case, and anti-harassment order cases are processed in King and Pierce County Superior Court
- Dynamics of family violence, including domestic violence, sexual assault, child abuse, elder abuse, and stalking
- Community resources including local social service agencies and services provided
- Domestic violence advocacy, witness advocacy, and witness coordination
- Crisis intervention methods and techniques
- Interviewing techniques as applied to violent crime victims and witnesses
- Interpersonal skills using tact, patience, and courtesy
- Modern office practices, procedures, and equipment including personal computers related software such as word processing programs
- City organization, operations, policies, and procedures; and applicable laws, codes, and regulations
- Correct use of English grammar, spelling, punctuation, and vocabulary
- Effective oral and written communication
- Safety planning methods and techniques
- General public relations, including public speaking
- Record-keeping techniques
- Principals and practices of research and analysis

SKILLED IN:

- Grant research, preparation, negotiation, monitoring, and administration
- Working confidentially and with discretion
- Supervising, training, and leading staff, interns, externs, members of the police department, and volunteers
- Adapting to changing priorities
- Demonstrating patience, courtesy, and professionalism at all times in dealing and interacting with other employees, departments, victims, witnesses, citizens, and outside agencies
- Performing research and analysis
- Program development, implementation, and strategic planning
- Interacting, working, and communicating positively and effectively with groups and individuals with of diverse backgrounds and varying levels of knowledge
- Application of crisis intervention methods and techniques
- Creating individualized safety plans to ensure victims' safety
- Application of victim and witness interviewing techniques to obtain relevant information to assist prosecutors
- Making effective oral presentations at public hearing, meetings, and functions related to domestic violence, safety planning, crisis intervention, the criminal justice system and victim advocacy.

Communicating effectively, both orally and in writing

ABILITY TO:

- Collect relevant case evidence and information
- Assess victim needs and provide appropriate support
- Maintain current knowledge of trends in the field of domestic violence advocacy, victim advocacy, witness coordination, and current knowledge of community advocates and service agencies
- Work effectively with ethnic minority communities and citizens from diverse backgrounds
- Plan and organize training
- Effectively present information and respond to questions in a court room environment, in small groups of managers and coworkers, and in groups of peers
- Establish and maintain effective working relationships with other employees of the City, outside agencies, victims, witnesses, and the public
- Effectively use interpersonal skills in a tactful, patient, and courteous manner
- Maintain interrelated records and files
- Work effectively as a member of a team
- Work independently with little direction
- Understand and follow oral and written directions
- Prioritize work and meet schedules and timelines
- Read, understand, and explain documents such as policy manuals and legal and technical procedures
- Write routine reports and correspondence and procedures
- Respond to common inquiries or complaints from victims, witnesses, outside agencies, or the public
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, and proportions; draw and interpret graphs and charts; and apply these concepts to practical situations
- Apply common sense understanding to solve practical problems

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelors degree in sociology, psychology, law enforcement, or other closely related

field; and

Experience: Four (4) years of progressively responsible experience in the legal system with

specialized knowledge/experience in the area of advocacy for domestic violence or

related cases and experience in counseling and crisis intervention.

Or: In place of the above requirement, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed

above.

LICENSES AND OTHER REQUIREMENTS:

 Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software including word processing software, printers, telephone, fax machine, copy machine, and calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to drive; sit; and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is usually performed in an office environment, subject to frequent interruptions by walk-in clients, employees, telephone calls, and interoffice activities. Some field work is required which includes traveling to different locations for the purpose of interviewing victims and witnesses and attending meetings and court hearings.

While performing the duties of this position, the incumbent may be exposed to individuals who are irate, hostile, distraught, violent, or abusive. The noise level in the work environment is usually moderate to loud.

SIGNATURES:				
Incumbent's Signature	Date	Supervisor's Signature	Date	
Approval:				
Department Director/Designee	Date	Employee Services Director/Designee	Date	

position are changed significantly.

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this

Revised: 2/9/07; 10/10/07

** Note: